

Chief, Management Staff

O&M Examiner

Fiscal Division Operational Improvements.

Document No. 006

NO CHANGE in Class. ☐

~~UNCLASSIFIED~~

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1783

Date: 21 Feb 78 By: 022

With full cooperation from the Office of the Comptroller and the finest cooperation from Fiscal Division personnel, the following changes and revisions of procedures were implemented bringing about substantial operational improvements.

- a. The problem of mis-use of form SF 147 (Combined Order-Invoice-Voucher form), and considerable additional work caused thereby, has been completely eliminated by adding to it the following statement: "Only use this copy for invoice when billing for complete order. Use certified commercial invoice for all partial billings."
- b. The processing of property receiving documents has been speeded up by a change in routing.
- c. Purchase documents involving the 137 accounts (property) are now pulled by the Claims Branch at time of audit thus saving a floating delay of 10 to 30 days before the documents are returned to the file for use with other vouchers if needed.
- d. The Position Evaluation Division, Office of Personnel has revamped the Fiscal Division personnel grade structure into a more realistic picture. It should help morale and thus tend to stop the restlessness for transfer.
- e. The revamping of the voucher processing routine has simplified operations to a high degree. The benefit from these changes are:
 - (1) Two copies of the voucher eliminated.
 - (2) Duplicate copies of contracts, vouchers, and supporting papers are no longer retained. This will save filing space and man hours formerly needed to handle additional documents.
 - (3) GAO site auditors now work from the original voucher and contract files. A special file is no longer maintained.
 - (4) Through the elimination of duplicate documents, the flow of vouchers has been changed to a degree that has eliminated two operating steps.

~~SECRET~~

SECRET

- f. The register for control and assignment of Agency Voucher Numbers has been simplified thus cutting operational man hours.
- g. Vouchers in the processing mill are under tighter control.
- h. The change in method adopted for handling small billing irregularities will save the Claims Branch man hours now needed to follow through on processing dollar discrepancies.
- i. The processing of "open market" purchases has been speeded up. Payments are now made on partial billings. The Chief, Fiscal Processing Branch maintains that correspondence on this type of invoice has been cut at least 90%.
- j. A rearrangement of Branch Areas within the Fiscal Division Area will save approximately 9000 feet of personnel travel each day which in turn is reflected in gainful man hours released for other work.
- k. Complete sets of Agency Notices and Regulations are no longer maintained by the five (5) Branches.
- l. Clerical time in the Fiscal Processing Branch has been saved through the elimination of needless operations during the assembly of documents to support incoming vouchers.
- m. Long standing delinquent accounts for "Advance Travel Funds" have been collected and the situation is now current.
- n. Travel Vouchers are no longer routed to the Accounting Branch for a "funds available" clearance.
- o. Four lines of duplicate information has been eliminated from the Travel Voucher entries.
- p. The new voucher procedure has eliminated two (2) copies of the travel voucher.
- q. Added use of form letters where needed throughout the Fiscal Division has cut hours of typing time.
- r. The cutting down of the use of the telephone to correct errors in submitted vouchers, overcome delays, to seek missing documents and as a follow-up of many matters has brought greater results at less expenditure of time. Form letters are used to supplement the telephone in the majority of cases.
- s. Many changes were made to speed up routine in the Payroll Branch:
 - (1) The time needed to locate surplus T/A Reports and establish a list of missing T/A Reports was cut from approximately 2½ days to 2 hours.

SECRET

SECRET

- (2) Approximately 12 man hours each pay period were cut from the time consumed in locating missing T/A Reports by the establishment of a Central File to house surplus T/A Reports received by each payroll clerk.
- (3) To equalize the work load between the two weeks in the pay period cycle the T/A Form split two ways, 1. T/A Report; 2. Change Slip. This enables the clerks to handle 70% of all personnel actions in the 2nd, or "off" payroll week, thus relieving the tension of meeting deadlines established by Machine Records Division.
- (4) To further assist this redistribution of work, only leave taken was posted to the leave record (SF 1137) during the 1st, or payroll week. The card is completed and balanced during a non-rush period.
- (5) The payroll clerks are no longer posting and maintaining the central index file. This has been absorbed by a clerk under the direct supervision of the branch chief.
- (6) Payroll clerks are no longer required to make out the form necessary to have addressograph plates cut for new Savings Bond applications. The Disbursing Office now makes the plates direct from the original bond applications.
- (7) A form letter is now used in place of an individually typed memo to request Transfer of Records from Finance Division.
- (8) To eliminate the need for typing special lists to request the issuance of U.S. Savings Bond by the Treasury Disbursing Office, the old form was revised to be all inclusive.
- (9) The Central Index Rotary File has been cut from 5 wheels to 3. Only active Agency employees are now carried on the wheels. Reference has been speeded up and floor space saved.
- (10) A work progress control for payroll allotments was set up. This control quickly pin points slow operation and enables assistance to be rendered where and when needed to assure the meeting of production deadlines.
- (11) Allotments have been shifted to equalize the work load between payroll groups. Consideration was given to individual operation capabilities.
- (12) All Agency units habitually late in forwarding Time and Attendance Reports were contacted and requested to cooperate in meeting the payroll deadline time of 1500 on the first Monday of each pay period. The response was excellent, thus increasing the actual work time of the Payroll Branch many hours.

SECRET

- (13) Errors in Time and Attendance Reports were treated the same way and the response from operating units was equally fine.
- (14) The time spent by payroll clerks contacting unit T/A clerks for missing T/A Reports, payroll entry supporting data, and/or errors of entry was arbitrarily cut from the usual 2 or 3 days a pay period to one day. This limitation on follow up gave each payroll clerk hours of much needed time.
- (15) The general routine of handling Savings Bond transactions was changed to smooth over confusion that existed between the Payroll Branch and the Disbursing Office.

MS/WSB:ee (28 November 1955)

25X1A9a